

Minutes of the October 17, 2001
Printing/Mail Managers Exchange Forum
Tel-Conference

27 individuals participated in the Printing/Mail Managers Exchange Forum, both Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

Corrections were made to the September minutes. The minutes will be posted on the home page.

Sites Classified Printing Requirements

Dallas Woodruff (Headquarters) informed the group about the agreement between the Department and the Government Printing Office (GPO), in regards to the Denver RPPO providing classified printing service. The Government Printing Office is considering closing the plant due to lack of work. Dallas contacted a number of sites to learn if they were using the Denver plant, and approximately how much classified printing is being done. Most sites contacted have a requirement for classified printing and have in-house capability. Cathy Marciante (Oak Ridge Operations Office) asked if the Department made a commitment to GPO on providing classified printing. Cathy also said when DOE and GPO began looking into the Denver plant providing printing for the Department, she doesn't recall being asked about her sites classified printing requirement. The group also said they were not asked about the number of classified printing jobs their site produced each year.

Karen Payne-Jones (Oakland Operations Office) said during one of our prior year Printing and Mail Conferences, she was told that using the Denver plant was an option for obtaining classified printing. Linda Adams (Savannah River) asked if other agencies are using the Denver plant. (After the Tele-conference, Dallas Woodruff contacted GPO and was informed that a small number Department/Agencies had used the plant, but the plant is currently not receiving much work). Linda also asked does Headquarters have a plan in place for classified printing if the Denver Plant is closed. Dallas said Headquarters has used the Central Intelligence Agency (CIA) to print classified jobs, and that no other plant out side of the Denver plant is providing classified printing for the Department.

Tracking Register Mail

Tony Nellums (Headquarters) asked the group have they experience any problems mailing products by registered mail. The group said they have not experienced problems. Tony said Headquarters mailed a package to one of the labs on September 26, and as of October 16 the Post Office could not find the package. Paul Dmyterko (Schenectady Naval Reactors) said he has experienced much longer delivery time for packages to reach its destination when sent registered mail. Linda Adams (Savannah River) said she received a mail service update from the Post Office dated October 15 saying all cargo/air carrier including all classes of mail have returned to normal delivery service. Tony Toliver (Western Area Office) asked what is the average time for registered mail to reach its destination. Tony Nellums registered mailed packages should deliver within 3 to 5 days.

How to Respond to Anthrax Threats

Tony Nellums (Headquarters) informed the group that a DOECAST was sent to Headquarters employees about the mail situation. Tony also said GSA has provided information pertaining to training on How to Respond to an Anthrax Threat in addition to its response to September 11 incident. The information can be obtained by going on GSA's Web address www.gsa.gov under hot items. Tony said there is a fee for the training. Tony received an e-mail address from the Post Office about mail security and would forward it to the sites. Cathy Marciante (Oak Ridge) asked Tony if he has information about a poster issued by the FBI, that provided information on bomb threats. Tony said he has the poster and would e-mail it to those who would like to have a copy. The group was informed that the poster is on the FBI Website and can be downloaded.

Karen Payne-Jones asked Tony if Headquarters changed procedures on handling incoming mail. Tony said no new changes have taken place. Robyn Benak (Nevada Operations Office) asked Tony does Headquarters x-ray all incoming mail. Tony said all incoming mail is x-rayed. Gina Dan (Rocky Flats) asked if headquarters is planning to send a DOECAST to the field in regards to handling mail in wake of the Anthrax threats. Tony said Headquarters is planning to send a DOECAST explaining safety precautions on the Anthrax threat. Hart Guenther (Central Training) informed the group that on October 18 between 4pm and 5:30pm the Center for Disease Control and Prevention will have a live satellite broadcast discussion on Anthrax. Hart also provided his e-mail address hguenther@nnsi.doe.gov, for those the want to contact him for additional information on how to receive the broadcast.

Freedom of Information (FOI)

Hart Guenther (Central Training) informed the group about a news article in the Washington Post dated October 17, page 15 in which Attorney General Ashcroft ask for cautions on Freedom of Information (FOI) request. Hart asked the group if they heard of any news articles about changes in how (FOI) request would be handled, and how their sites plan to handle release of information. Cathy Marciante (Oak Ridge Operations Office) said her site received the same news article, and she also said that her site would review each request thoroughly before providing the requested information.

Sites in Attendance

Western Area Power Administration	Southwestern Power Administration	Golden Field Office
National Renewable Energy Lab (2)	Savannah River Office (2)	Headquarters (2)
Oakland Operations Office (2)	Chicago Operations Office	Rocky Flats
Nevada Operations Office (2)	Oak Ridge Operations Office	Naval Reactors (2)
Rocky Flats Schenectady	Ohio Field Office (3)	Fernald Area Office
Central Training Center	West Valley Demo. Project	
Schenectady Naval Reactors (2)		